

CECIL COUNTY CIRCUIT DRUG TREATMENT COURT
Position: Drug Court Case Manager / Resource Specialist

Salary: \$33,500 year (35 hours); No Benefits

Essential Functions: Under the auspices of the Office of Problem Solving-Solving Courts and the Administrative Offices of the Court, and general direction of the County Administrative Judge, Court Administrator and the Drug Court Coordinator, this position will be responsible for overseeing the ancillary service component of the drug court program. Major responsibilities as the "resource specialist" include expert knowledge of the community and services to citizens in general, developing case plans, facilitating access to services and monitoring participant progress, completing weekly case notes, writing agreements, following judicial directives, weekly report writing, evaluating new resources, establishing new contacts, developing partnerships, being innovative with traditional services, foresight to assess program and participant needs, support client needs and ability to manage case load of fifty.

Education: Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field. A Master's Degree is preferred and/or working towards a graduate degree.

Minimum Associate's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field; *two years experience of case management- field work.*

Experience: Two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, corrections, court management.

Note: This position **will not** act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

Skills/Abilities: Knowledge and experience with regard for case management, ancillary services, ability to develop partnerships, knowledge of clinical and criminal justice services, levels of care, ability to communicate effectively, to facilitate meetings, gives presentations, and engage outside organizations to utilize services and to compose grants proposals. Ability to develop and foster a spirit of teamwork among participants, develop and supervise, community service and volunteer projects for participants and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical and substance abuse treatment; excellent interpersonal and writing skills and ability to maintain good long-term working relationships within and outside the Judiciary. Must have a valid Maryland driver's license. Ability to perform all essential functions of the position.

Send Resume To:

Angela T. Kuhn
Court Administrator
Cecil County Circuit Court
129 East Main Street, Room 202
Elkton, MD 21921

APPLICATION DEADLINE:

EQUAL OPPORTUNITY EMPLOYER

This Court does not discriminate on the basis of race, religion, color, sex, age national origin or disability.